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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

CORRECTIONAL SERGEANT

Code: 520800

Pay Grade: 19 (\$15.31 - \$19.94/hr.)

Open for Recruitment: July 3, 2013 – July 17, 2013

Only Employees With Promotional Status In The Department of Corrections May Apply.

JOB DESCRIPTION

This is investigative and protective services work of a supervisory nature involving the custody, security, discipline, treatment, and rehabilitation of persons committed to an adult correctional facility. Work includes directing and overseeing subordinate officers in the progressive care and training of inmates, directing the handling of emergencies, and ensuring adequate staff coverage. Work is performed under general supervision.

Typical Duties

- Directs, observes, and evaluates the day-to-day work activities of subordinate staff in order to ensure work requirements are accomplished properly.
- Supervises and participates in the development and implementation of treatment strategies and integrates daily activities with treatment goals in order to assist in the rehabilitative process.
- Observes, monitors, controls, and evaluates the activity and movement of prisoners within a specified area/unit in order to ensure observance of institutional rules and to ensure security and safety of the area/unit.
- Inspects living areas and institutional grounds in order to ensure rules and regulations are being observed and prisoners are properly secured.
- Monitors and reviews weekly evaluations of prisoner behavior in order to identify potential problems and ensure follow-up of evaluations.
- Schedules transportation of prisoners as needs arise in order to ensure safe, secure, proper and timely movement of prisoners.

MINIMUM REQUIREMENTS

In order to qualify, you must have two (2) years experience as a Correctional Officer in a federal, state, or county correctional facility.

Special Requirement: Completion of 80 hour Basic Corrections Training Course must be met prior to attaining permanent status.

GENERAL INFORMATION

- The Department of Corrections has two current vacancies at the Maine State Prison in Warren.
- An on-line application is required for this job title and must be submitted even if you are currently on any other registers.

CORRECTIONAL SERGEANT

- You must complete the required Supplemental Qualifications Form (First part of online application “apply now” process).
- Qualified applicants will be placed on an Employment Register which will be used to fill these vacancies and any future vacancies statewide.

Value of State-paid Dental Insurance: \$13.69 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State's share of Employee's Retirement: 17.87% of pay.